

Weston Public Library
Special Meeting Buildings and Grounds Committee
Monday, June 1, 2020
3:00 pm via Zoom

Draft Minutes

Attendance: Anne Hunt, Lori Goertz, Sharon Murphy, Amy Sanborn, Karen Tatarka

Absent: Thomas Burke, Amy Jansen

Meeting called to order at 3:04 PM

1. The Committee discussed the patio and landscaping proposal from Nancy Thiel. This proposal was not solicited by the Library Board. The Committee discussed what the Board's objectives with respect to a patio project might be. The Committee did not believe any work should be done in the front of the building by the main entrance and the focus should be on exploring an expansion of the current patio. There was discussion with respect to whether DPW might be able to clean out the drywell at that and other locations around the Library.

Director Tatarka reminded the Committee that PGA had done some preliminary work looking at a possible expansion of the patio during the renovation, but it was value-engineered out at that time. She will see if she can find the work that information.

Director Tatarka also explained that the current patio has some uneven spots and any expansion would likely require the existing patio to be ripped up and level before a new installation occurs. Additionally, the Committee discussed possible components for the expansion including, lighting, electricity, selection of hardscape material (e.g., bluestone, concrete Belgian block), and landscaping. It was decided that to accomplish this properly, the Committee should investigate the costs of these various components and recognized the Money on hand that was generously donated by Mrs. Greene is likely insufficient to fund an all-inclusive redo of the patio. The project would also likely have to go out to bid. Chairman Hunt was going to contact Ellen McCormick in her role as a Lachat to see if she has a recommendation of an architect. Member Sanborn will contact Weston Gardens to see if Debbie has any names she can give us.

Any changes to the current patio would require input from the Beautification Committee and a Certificate of Appropriateness from the Historic District Commission.

The sense of the Committee is that given everything else going on and the need for Karen to have input here, that it is unlikely that this project can be attended to at the present time. This will be discussed by the Library Board at its meeting tomorrow.

2. Member Sanborn reviewed the status of the new signage and the situation with respect to the Library and the Town. Town Administrator Luiz has agreed that the Library Board can make a proposal as to how it thinks the situation can be addressed. She recommended that a letter be sent to Town Administrator Luiz requesting specific information so as to be able to move forward with making a formal request as to the Library Board's position on what it believes is appropriate to rectify the signage problem with respect to the Library. This will be discussed by the Library Board at its meeting tomorrow.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library Board
Regular Meeting

Tuesday, June 2, 2020
7:30 PM, Via Zoom

DRAFT Minutes

Attendance: Thomas Burke, Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Rick Ross, Amy Sanborn, Cyprian Toczek, Karen Tatarka

Guest: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:33 PM

1. Member Sanborn made a motion to table the first item on the agenda until First Selectman Spaulding and Town Administrator Luiz could join the meeting n. Second by Member Ross. Motion carried unanimously.
2. **Space Planning:** Children's Room Remodel and Town projects related to the State Grant: Director Tatarka gave an overview of the situation with respect to the children's Room and Town projects under the Grant as delineated in her Director's Report (attached). The bottom line is that with bids needing to be received, State Library approvals required, and manufacturing delays due to the Covid crisis there is no definite timeline for completing the projects.

Offutt Center: Member Sanborn gave a brief update on the Offutt Center project. She reviewed the various meetings with Hanna Przada on May 27th and June 1st to review the Design Development drawings and the locations and list of equipment for the Maker Space area. She reviewed the May 7th OCC meeting and decisions that were made. Hanna is to send the OCC a list of documents and questions from the consultants and engineers which require Owner's decisions. It appears the water table report indicates the addition should be OK, especially since a basement has been ruled out of the plans. Various documents were sent to the Board in advance of the meeting for context. The Board discussed the potential impact of some of the design choices on operations and operating costs for the Library. Member Sanborn also reported that during the discussions with Hanna, the Board's requirement that a sound engineer be engaged before any work is done in the Community Room and that it should be in the construction documents and RFP as a separate add-alternate was reiterated.

Beautification: Chairman Hunt reported that weeding had finally been done outside the Library. Transplanting the trees, if possible, by the sliders should be addressed around June 15th. The Japanese maple must be hand dug given proximity to the septic system. It should be Ok to transplant if the root ball is big enough.

3. **Treasurer's Report:** Treasurer Toczek gave an update on the minimal account activity during April and May. The concept of a debit card tied to the Director's account was discussed. Treasurer Toczek will look into it.
4. **Minutes:**

Member Burke made a motion to approve the Minutes for the Regular Board Meeting of May 5, 2020. Second by Member Goertz. Member Jansen abstained having been absent. All others voted in favor of the motion.

5. **Director's Report:** Director Tatarka took the Board through her Director's Report which presents in great detail how the Library has been operating during the shut-down. Please read the attached report to understand the heroic efforts which the Director and all staff have made to connect the Library patrons to the virtual resources available and expanded, and to offer remote programming and support to Library patrons of all ages. Director Tatarka

indicated that she is working with area libraries to have a coordinated, joint press release go out explaining Phase 1 reopening plans.

She reviewed the Phase 1 plans to be in place to begin offering curbside-pick up commencing on or after June 15th. In addition, the Director and staff have been participating in a wide variety of webinars on a broad range of topics, including the reopening process. LTA Karen Bennett has volunteered to be on the Town's Reopening Team representing the Library.

The Board expressed its great appreciation for all the hard work, dedication and commitment made by the staff during these difficult times.

Additionally, Director Tatarka reported that Shamrock completed the second scheduled vertical cleaning May 19 & 20th. Triple S complete the budgeted furniture cleaning May 22nd. In addition, Director Tatarka had the Children's Room furniture cleaned due to the current health crisis and the uncertainty with respect to the timing of completing the Children's Room remodel.

Director Tatarka reported that the State Library has hired an Interim State Librarian, Maureen Sullivan. She is a former President of the American Library Association and has held many other prestigious positions within the world of library science. She has been extremely helpful to the libraries within the State during this difficult time.

Additionally, as the new fiscal year commences July 1st, Director Tatarka discussed the concept of distributing a survey to Library patrons to solicit input as to how they see themselves using Library services going forward as we approach Phases 2 and 3 of reopening. The purpose of this survey would be to help inform how the Library's operating budget may be best deployed to satisfy user demand. Members Murphy and Sanborn volunteered to help Director Tatarka with this endeavor.

Town Administrator Luiz joined the meeting at 8:14 PM.

While waiting for First Selectman Spaulding, there was a brief conversation with Town Administrator Luiz about the lighting for the State Grant project. The situation requires further discussion.

First Selectman Spaulding joined the meeting at 8:23 PM

6. **Sidewalk Committee Update:** With Spaulding and Luiz having joined the meeting, the Board addressed agenda item #1. They reviewed the status of the current sidewalk project with the Board and explained how the Library was a part of this now and going forward. While Phase 1 brings the sidewalks to the Town Hall complex though the Onion Barn space, it is during Phase 2 when the project extends the sidewalks from the Town Hall complex up to Norfield Church that there will be the greatest involvement of the Library property. The Library Board was assured that it would have input when this is under discussion.

At this point, Susan Richard, representing the Friends asked the Town officials if the Friends were allowed to have outside gatherings, such as for Book Group discussions, appropriately distanced on the Library grounds with their own chairs. She was told to check with Joe Miceli, Director OEM, and maybe Mark Cooper, WWHD. No permission was given during this meeting.

Spaulding and Luiz left the meeting at 8:47 PM.

7. **Return to Director's Report Discussion:** Director Tatarka explained that with the Library closed, she needed to divert some of her materials budget from physical books (orders placed on hold) to digital copies, which are much more expensive. As the fiscal year end approaches, she will need to review her spending and discuss with the Town if there is any flexibility to look at other accounts that may be under budget. With curbside pickup commencing, physical book orders will need to resume.

Director Tatarka discussed her proposed Temporary Policy Changes Due to COVID-19.

Member Ross made a motion to accept the Temporary Policy Changes Due to COVID-19. Second by Member Groves. Motion carried unanimously.

The Director's Report, Departmental reports are attached.

8. **Chairman's Reports:** Member Goertz of the Gifts Trusts and Donor Recognition Committee, took the Board through two versions of an amended Donor Recognition Policy. One shorter and one longer. After discussing different aspects of each version, it was determined that another version will be developed based on the discussion. It will be recirculated for discussion at the next meeting.

Buildings and Grounds: Chairman Hunt reviewed the situation with respect to a potential expansion of the patio. While the Library had received a proposal from Nancy Thiel, unsolicited by the Library Board, the Board determined it would be appropriate to reach out and solicit at least two other proposals before proceeding. The Board was concerned about the bandwidth required to implement this project at the current time.

Member Sanborn reviewed the new signage situation with the Board and made a recommendation that a letter be sent to Town Administrator Luiz requesting specific information so as to be able to move forward with making a formal request as to the Library Board's position on what it believes is appropriate to rectify the signage problem with respect to the Library. The sense of the meeting was that Member Sanborn send the letter as discussed.

9. **Old Business:** The Board discussed the situation that has been placed on hold regarding honoring past Board members Langlois and Toner. This celebration is still indefinitely postponed. Since it was going to be held as part of the Daffodil Days celebration of donors and volunteers, the Board discussed whether it should create a mailing to this group to thank them from the Board. Various options were discussed. Member Goertz was going to review where the Daffodil Days invitation list stands and work with Susan Richard to see if this can be accomplished.
10. **New Business:** Member Goertz created a wonderful banner congratulating the students who are graduating and moving up from one school to another from the WPL. She received permission to have the banner placed on School Road. It says Congratulations on Your Achievement. This language was designed so the banner may be used again in the future.
11. **Friends:** Susan Richard reported that the Friends have not had any Board meetings. She reported that photography group has weekly assignments, checking in and is posting their work. The New Yorker is meeting via Zoom and typically has 18-20 participants. The Classic Short Story Hour is being held via Zoom on the first and third Wednesdays of each month. The book groups continue to meet via Zoom.

12. **Adjournment:**

Member Ross made a motion to adjourn at 9:42 PM. Second by Member Burke. Motion carried unanimously.

Next Board meeting is Tuesday, July 7th at 7:30 PM via Zoom.

Respectfully submitted,

Amy Sanborn
Secretary

Weston Public Library Board
Special Meeting

Monday, June 22, 2020
7:30 PM, Via Zoom

DRAFT Minutes

Attendance: Thomas Burke, Lori Goertz, Barbara Groves, Anne Hunt, Amy Jansen, Sharon Murphy, Rick Ross, Amy Sanborn, Cyprian Toczec, Karen Tatarka

Guest: Susan Richard, representing Friends of the Library

Meeting called to order by Chairman Hunt at 7:33 PM

1. Member Sanborn made a motion to move accept the resignation of Richard Wolf from the Offutt Center Committee with extreme regret. Second by Member Jansen. Member Ross abstained. All other members voted in favor of the motion.

Additionally, Member Sanborn reported that is likely a matter of time before Jon Rogers tenders his resignation from the OCC as well due to limited availability of his time. The Board discussed the two people recently approved by the BOS to fill vacancies on the Building Committee. As Vice Chair of the OCC, Member Sanborn will contact them and inquire as to the level of interest and availability to be considered by the Library Board for appointment to the OCC.

2. Member Ross made a motion to enter Executive Session to discuss the Design Agreement between the Town and Jakunski Humes, inviting Susan Richard to join the Board. Second by Member Goertz. Member Ross abstained. Motion carried unanimously.
3. Member Ross made a motion to come out of Executive Session. Second by Member Groves. Motion carried unanimously. There were no motions.
4. The Board discussed the list of questions and thoughts to be discussed at the OCC meeting on Thursday and delivered to Jankuski Humes with the objective of having them advise the Library Board as to from whom we would receive the answers to questions and with whom other items should be discussed among the various entities involved in the Offutt project, including the consultants, engineers, Architect Przada, and Jakunski Humes. The Board will request the input be provided to us by July 3rd.
5. The Board discussed the document related to finalizing the operating projections for the Offutt Center. For various line items, there are notations as to from whom we believe the necessary information may be provided. This will be discussed at the Offutt Center committee meeting on Thursday to confirm the correct parties are identified. The Board will request the input be provided to us by July 3rd.
6. The Board was reminded that .gov email addresses will be gone by the end of the month and to use the procedures distributed to migrate old Town emails to their new email addresses. The Board was reminded to provide Secretary Sanborn with the new email address to use going forward. It has been suggested that Board members create a new email address to be dedicated to Town business.
7. Member Ross made a motion to adjourn at 8:31 PM. Second by Member Jansen. Motion carried unanimously.

Respectfully submitted,

Amy Sanborn
Secretary